

Pg.	Revision
Cover page	Updated 5/16/16
1	<b>Post Class Offerings</b> <ul style="list-style-type: none"> <li>ADDED: <i>These courses may be helpful to you but are not required for the HR Master Data Maintainer Role</i> <ul style="list-style-type: none"> <li>PA370 Short-Term Disability</li> <li>BN200 Benefits</li> </ul> </li> </ul>
9	<b>Reasons Table</b> <ul style="list-style-type: none"> <li>Updated WC Reasons <ul style="list-style-type: none"> <li>Removed: <ul style="list-style-type: none"> <li>WC LEO Continuation Pay</li> <li>WC Non-Sworn Officer Continuation Pay</li> <li>Injury Leave</li> </ul> </li> <li>Added: <ul style="list-style-type: none"> <li>WC Salary Continuation Pay</li> <li>WC Continuation for Teachers Only</li> </ul> </li> </ul> </li> </ul> <b>Keypoint box beneath Table</b> <ul style="list-style-type: none"> <li>Added text <ul style="list-style-type: none"> <li>The exception is when an employee is on vacation. They must be exhausting leave.</li> </ul> </li> </ul>
12	<b>After 2<sup>nd</sup> paragraph</b> <ul style="list-style-type: none"> <li>Added new NOTE <ul style="list-style-type: none"> <li>NOTE: Make sure there is no work time recorded on the proposed effective date of the Action. If work time has been recorded on the proposed effective date, make the next day the effective date of the Action.</li> </ul> </li> </ul>
16	<b>Monitoring of Tasks – Par 2</b> <ul style="list-style-type: none"> <li>Changed <i>BI</i> to <i>BOBJ</i></li> </ul>
26	<b>Exercise 2.1</b> <ul style="list-style-type: none"> <li>Added new step to create URL in SAP Favorites folder</li> </ul>
30	<b>Data Table – Comments</b> <ul style="list-style-type: none"> <li>Changed <i>BI</i> to <i>BOBJ</i></li> </ul>
33-34	<b>Terms and Definitions</b> <ul style="list-style-type: none"> <li>Changed the following terms/definitions: <ul style="list-style-type: none"> <li>WC 7-Day waiting period</li> <li>WC Leave of Absence w/supplement</li> <li>WC Leave of Absence</li> </ul> </li> <li>Added the following terms/definitions: <ul style="list-style-type: none"> <li>WC Salary Continuation Pay</li> <li>WC Salary Continuation Pay for Teachers Only</li> </ul> </li> <li>Removed the following terms/definitions: <ul style="list-style-type: none"> <li>WC LEO Continuation Pay</li> <li>WC Non-Sworn Officer Continuation Pay</li> </ul> </li> <li>Added the following NOTE:</li> </ul>

		<ul style="list-style-type: none"> <li>○ <i>NOTE: WC LEO Continuation Pay &amp; WC Non-Sworn Officer is now covered by WC Salary Continuation Pay. (See NCGS 143-166.14).</i></li> <li>• Removed the following paragraph: <ul style="list-style-type: none"> <li>○ <i>Observe that some Workers' Compensation reasons are specific to a particular category of employee, for example:</i></li> </ul> </li> <li>• Removed the following text bullets: <ul style="list-style-type: none"> <li>○ <i>W/C LEO Continuation Pay is only used when a bona fide law enforcement officer (not just a law enforcement employee) is injured and being placed on pay continuation. The law enforcement officer is entitled to two years of pay continuation before going out on Worker's Comp.</i></li> </ul> </li> <li>• Removed the last paragraph in the section: <ul style="list-style-type: none"> <li>○ <i>An employee is injured by a direct and deliberate act of an offender/inmate supervised by Division of Adult Corrections, or an employee (teacher) in any educational institution supported by and under the control of the State, see GS 115C-338 for details. This now falls under NCGS §143-166.14 &amp; NCGS §115C-338</i></li> </ul> </li> </ul> <p><b>Guidelines for Application of Dates</b></p> <ul style="list-style-type: none"> <li>• Updated text in the following process points: <ul style="list-style-type: none"> <li>○ <i>7-Day Waiting Period (changed title from "When the 7 days are consecutive"</i></li> <li>○ <i>When the 7 days of the Waiting Period are not consecutive</i></li> <li>○ <i>When to include weekends</i></li> <li>○ <i>On the 8<sup>th</sup> day</i></li> </ul> </li> </ul> <p><b>Workers' Compensation Supplemental Leave Schedule</b></p> <ul style="list-style-type: none"> <li>• Updated the 2<sup>nd</sup> paragraph to the 2016 weekly benefit</li> </ul>
35		<p><b>EX 2.2</b></p> <ul style="list-style-type: none"> <li>• Scenario &gt; Added text to 2<sup>nd</sup> par: <ul style="list-style-type: none"> <li>○ <i>Patricia has elected to use the WC 7-day Waiting Period.</i></li> </ul> </li> <li>• Instructions <ul style="list-style-type: none"> <li>○ <i>There are two separate LOA Actions that <b>can</b> be completed for this scenario:</i></li> <li>○ <i>A. WC 7-day Waiting Period <b>(Optional)</b></i></li> </ul> </li> </ul>
39		<p><b>Data Table - Comments</b></p> <ul style="list-style-type: none"> <li>• Changed <i>BI</i> to <i>BOBJ</i></li> </ul>
44		<p><b>Date Monitoring Report &gt; Par 2</b></p> <ul style="list-style-type: none"> <li>• Changed <i>BI</i> to <i>BOBJ</i></li> </ul>
49-51		<p><b>MAJOR Updates to the following Scenarios</b></p> <ul style="list-style-type: none"> <li>• Returning from Workers' Compensation Less Than Full-Time</li> <li>• Return to Complete Status</li> </ul>
52		<p><b>NEW Additional Resources Box</b></p> <ul style="list-style-type: none"> <li>• Added the recent revised and newly created WC BPPs and Job Aids</li> </ul>
55		<p><b>New Keypoint box under State Health Plan (SHP)</b></p> <ul style="list-style-type: none"> <li>• RE: Reinstatement of SHP after LOA-Workers' Comp</li> </ul> <p><b>LOA not using Leave (4<sup>th</sup> bullet)</b></p> <ul style="list-style-type: none"> <li>• Removed sub-bullet <ul style="list-style-type: none"> <li>○ <i>SHP allows late enrollment for employee but not dependents.</i></li> </ul> </li> </ul>